

EDUCATION AND QUALIFICATIONS

- 2011 – 2012 Imperial College London, UK**
Master of Science (Distinction) in Scientific, Technical and Medical Translation with Translation Technology
Modules included: Audiovisual Translation: Subtitling, Dubbing and Voiceover, Translation Technology: Translation Memory and Localisation, Language and Automation: Machine Translation, Terminology Extraction, Mark-Up Languages, Practical Translation: Science, Medicine and Technology.
- 2010 - 2011 University of Warsaw, Warsaw, Poland**
Postgraduate Diploma in Legal, Court and Business Translation and Interpreting
Modules included: UK Law, US Law, Polish Law, Methodology of Legal Discourse, Methodology of Court Translation and Interpreting, Theory of Translation, Practical Translation: Company Law, Criminal Law, Family Law, Civil Law, Employment Law, Finance and Banking, Accountancy
- 2012 Imperial College London Certificate in Localisation of Software, Websites and Computer Games, UK**
- 2011 – 2012 SDL Trados Certification, Imperial College London, UK**
- 2003 - 2005 Adam Mickiewicz University, Poznan, Poland**
Master of Arts (Hons) in English
- 2000 - 2003 Adam Mickiewicz University, Poznan, Poland**
Bachelor of Arts in English

PROFESSIONAL EXPERIENCE

INTERPRETING/TRANSLATION EXPERIENCE

- 2007 -2015 Interpreter/Legal Translator (freelance) – Ministry of Justice, Forrester Solicitors, Capita Translation and Interpreting, Language is Everything, Lexicon Linguistics, Cambridge-MIT Institute, Warsaw University of Technology, National Health Fund (freelance), London, UK**
- conducted 1,500 hours of professional English-Polish, Polish-English consecutive and simultaneous legal interpretation in magistrates' courts, crown courts, employment and immigration tribunals, police stations and prisons
 - carried out professional English-Polish and Polish-English interpreting at business conferences and corporate meetings facilitating the communication between speakers of different languages
 - assisted principal investigator in carrying out field interviews with Polish migrant workers in the UK for Cambridge-MIT research project (simultaneous/consecutive interpreting, translation and transcription)
 - carried out numerous translation projects from legal field: witness statements, summons, probation reports, arraignments, court orders, judgement statement of reasons, European arrest warrants
 - translated company law documentation, work contracts, financial statements, auditor's reports conducted field research regarding specialised terminology and technical/medical/legal discourse analysis
 - coordinated large translation and localisation projects in legal, medical and technical fields
 - utilised translation memory software (SDL Trados 2009/2011) in translation projects with TM files provided by clients
 - conducted field research regarding specialised terminology and technical/medical/legal discourse analysis
 - carried out audiovisual translation projects in pharmaceutical field
 - pre-edited texts for machine translation software and post-edited its outputs with the use of rule-based, statistical and hybrid MT software (Systran, Google Translate, BabelFish)
 - carried out comparative research on the efficacy and accuracy of TM software assessing end-products and suggesting linguistic feedback to IT engineers on the areas that needed improving
 - liaised with field experts, project managers and other translators to find solutions to translation issues
- 2014 – 2015 Translator - Autodata Ltd Publishing Group, Maidenhead, UK**
- coordinated translation projects of Eastern languages to tight publication deadlines and liaised with freelance translators negotiating deadlines and rates, responding to queries about technical terms and procedures, format of files etc.
 - utilised CAT packages in management of translation projects: SDL Trados, TextPad, Microsoft Office
 - carried out proofreading and quality assurance procedures of translated technical documents in 17 languages (i.a. Greek, Japanese, Czech, Russian)
 - edited XML and other mark-up language files and digital content components used in publication of translated projects with the use of XML editors (Oxygen)
 - performed independent research in highly specialised fields with the aim of finding accurate translations of innovative terminology from the automotive field (research of manufacturers' technical resources, comparative studies of parallel texts in source and target languages)
 - performed highly specialised Polish/Czech translation of automotive documentation
- 2015 Localisation Consultant – Corporate Executive Board (CEB), Thames Ditton, UK**
- planned, coordinated and executed product localisation projects (37 locales) to meet organisational and client requirements
 - trained translators, reviewers, back translators and proofreaders.
 - advised senior executives in the application of IT tools (translation memories, terminology databases, machine translation software) to assure quality and consistency of localised products and services in a cost-effective manner
 - managed complex multilingual localisation projects of psychometric, talent measurement, corporate training content into 37 locales

PROJECT COORDINATION

2010 – 2011 International Project Manager - Warsaw Academy of Computer Science, Management and Administration, Warsaw, Poland (full-time)

- o supervised the work of two project teams (“E-bridge to Mobility” and “V-Lang”) whose objective was to create language online resources and software to facilitate new EU state migrate workers with language skills: English, Spanish and German
- o estimated and negotiated project budget with the EU institutions
- o travelled to Greece, Lithuania and Germany for partners’ meetings to discuss project deliverables
- o utilised English, Spanish and Polish during meetings and in electronic communication
- o presented the deliverables of the project at the conference: virtual world technology for language training
- o organised the final project conference for 150 international participants and compiled and conference proceedings

2010 – 2011 Translation Project Coordinator - National Health Fund (NFZ), Warsaw, Poland (project-based)

- o managed the translation flow of documents in the project “DGR System Implementation in the Polish Healthcare System”
- o negotiated terminology choices with healthcare provider representatives and medical professionals

2010 – 2011 Terminology and e-learning Coordinator - Warsaw University of Technology, Poland (part-time)

- o conducted research on academic vocabulary in British and American context highlighting the differences and their implications on Polish translations and planned terminology consistency procedures
- o planned procedures of monitoring terminology consistency among different faculties and departments

OTHER WORK EXPERIENCE

2007 – 2011 Lecturer in English – Warsaw University of Technology, University of Warsaw, Poland (full-time)

- o taught English for Specific Purposes specialising in biotechnology, engineering and academic English
- o coordinated curricula and exams for international students at the Faculty of Aeronautical and Engineering

2009 – 2011 Reviewer – Cambridge University Press, Oxford University Press, UK (project-based)

- o reviewed Cambridge ESP “Professional In Use” series titles (print and digital components)
- o assessed critically new materials outlining their strong points and areas that needed improvements

2006 Research Assistant - Cambridge-MIT Institute. Cambridge, UK (project-based)

- o conducted field interviews with Polish national working in the UK
- o searched and reviewed literature pertaining to the competitiveness and trends of Polish and EU aerospace industry

CONTINUAL PROFESSIONAL DEVELOPMENTS

2013 – 2014 Mandarin Chinese, level 2, Imperial College London, UK

2012 – 2013 Mandarin Chinese, London School of Economics and Political Science, UK

2011 – 2012 Spanish for Professional Purposes (advanced level), Imperial College London, UK

AWARDS AND SCHOLARSHIPS

2011 Arts and Humanities Research Council Scholarship (UK)

Scholarship to read an MSc degree at Imperial College for the top 5% cohort at Imperial College.

2009/2010 Vice-Chancellor Award, Warsaw University of Technology (Poland)

Award for authoring and teaching course English for Lecturers, academic English, English for Biotechnology

2009/2010 EU Grant, EU Social Fund (Human Capital Programme) (Poland)

Grant awards for presenting papers on conferences in Poznan and Florence (see above)

TECHNICAL / ADDITIONAL SKILLS

Information Technology

Extensive knowledge of MS Office software, Adobe software suite, Dreamweaver webpage management software and familiar with basic database management. Able to quickly learn and apply new in-house/bespoke software packages.

Audiovisual Translation Tools

Knowledge of theoretical and practical aspects of audiovisual translation: subtitling, voiceover and dubbing with the use of field-specific software packages e.g. Wincaps.

Translation Memory Tools

Familiar with translation software localisation, corpus and terminology management using SDL Trados, Déjà vu, MemoQ, and Wordfast Anywhere.

Machine Translation Technology

Extensive practical and theoretical knowledge of rule-based, statistical, example-based and hybrid MT software: Google Translate, Systran, BabelFish or Bing Translator.

Linguistic Corpus Extraction Tools

Familiar with linguistic corpus extraction software such as Wordsmith, SDL Multiterm Extract, Lexterm, Lingo and national corpora online tools.

Driving Licence

Full UK, Class B

PUBLICATIONS AND PUBLIC SPEAKING

- “Challenges and Prospects for Biotechnology ESP”, 30th GERAS Conference, Rennes, France, 13 Mar 2009.
- “The Performance of Scientific English in the Real World”, IATEFL Conference, Poznan, Poland 12 Sep 2009.
- “Scientific Language Learning and ICT for the Real World”, Pixel Conference, Florence, Italy, 12 Nov 2010.

INTERESTS

long-haul travel (Southeast Asia), yoga, British contemporary fiction, politics and international affairs